

## MINUTE RECORD

<b>MICHIGAN DEPARTMENT OF COMMUNITY HEALTH/OFFICE OF DRUG CONTROL POLICY STRATEGIC PREVENTION FRAMEWORK/STATE INCENTIVE GRANT (SPF/SIG)</b>	
WORKGROUP NAME:	SPF/SIG Inter-Governmental Workgroup
DATE:	May 16, 2008
TIME:	8:30 – 10:20 a.m.
LOCATION:	State of Michigan General Office Building 7150 Harris Drive Dimondale, MI 48821
CHAIRPERSON	Bob Higgins
CO-FACILITATOR	
RECORDER:	Carolyn Foxall

### INTENDED MEETING OUTCOME

1. Approval of Minutes
  2. Review and revision of Environmental Scan
- Next steps

### SUMMARY OF KEY POINTS

The meeting was called to order by Chairperson, Bob Higgins. Attendance was acknowledged through roundtable introductions. An attendance roster is attached.

1. It was noted that approval was needed for both January and February minutes. They were approved as follows: March 28, 2008 minutes – Motion, Dianne Perukel; Second, Lori Gulvas. January 18, 2008 minutes – Motion Lori Gulvas; Second, Dianne Perukel. Both were unanimously approved.
2. Linda Nordeen gave an update regarding the Environmental Scan (ES):
  - Don Allen has drafted a letter asking state department supervisors to participate in the ES process to ensure appropriate initial contacts.
  - ODCP supplemental documents for interviewers were acknowledged – Organizational chart; Low Risk Drinking Guidelines; SPF/SIG Talking Points.
  - The Michigan Department of Education (MDE) and History of Arts & Libraries (HAL) were departments identified for pilot interviews. Other interviews will be deferred pending a response to Mr. Allen's letter.
  - The ES document will be reviewed subsequent to these conversations
  - Mr. Allen's letter was reviewed and edited to fit one page. Mr. Allen concurred that a one-page format was desirable. The letter will be re-routed through the ODCP approval process.

There being no further business, the meeting was adjourned.

### ACTION

THERE WERE NO ACTION ITEMS ASSIGNED TO SAC MEMBERS AS A FOLLOW UP TO THIS MEETING.

ACTION ITEM	RESPONSIBLE	DEADLINE	PROGRESS AND FOLLOW-UP ACTIONS
Type minutes	Carolyn Foxall	Within 10 working days of meeting	
Schedule ES Pilot w/MDE and HAL	L. Nordeen, T. Laux and D. Perukel	Prior to June 20 <sup>th</sup> , IG meeting	

WORKGROUP OVERLAP		
<p>■ PLEASE LIST ANY ACTION ITEM, KEY POINT, OR MEETING OUTCOME (FROM ABOVE TABLES) THAT WILL AFFECT ANY OTHER WORKGROUP OR CLUSTER.</p> <p>■ LIST ANY DECISION, INFORMATION, POSITION, ETC. THAT YOU NEED FROM OTHER WORKGROUPS OR CLUSTERS.</p> <p>■ RECORD OVERLAP AMONG WORKGROUPS EVEN IF THE WORKGROUPS ARE IN THE SAME CLUSTER.</p>		
OVERLAPPING GROUPS (PLEASE LIST ALL GROUPS)	OVERLAPPING ISSUE	COMMUNICATION STRATEGY AND OTHER ACTIONS TAKEN TO RESOLVE OVERLAP
SPF-IG and State Workgroup	Originally delayed further IG Environmental Scan to ensure that it did not interfere/duplicate what the State Workgroup was doing with the Boilerplate Reporting	Don Allen, Bob Higgins, Dianne Perukel, and Jocelyn Vanda all sit on both workgroups; ensuring regular communication between the two.

RESEARCH & TECHNICAL ASSISTANCE REQUESTS			
<p>■ PLEASE LIST EVERY REQUEST FOR RESEARCH, TRAINING, OR TECHNICAL ASSISTANCE HERE. PLEASE ALSO RECORD ALL ACTIONS TAKEN TO MEET THIS REQUEST. FOR EXAMPLE, YOUR REQUEST FOR RESEARCH MAY BE “NEED RESEARCH ON THE USE OF RISK ASSESSMENTS AT DHS.” THE ACTION ITEM WOULD BE “GATHERING RESEARCH ON RISK ASSESSMENT FROM DHS.” ANOTHER ACTION ITEM MAY BE “JIM NYE GAVE A PRESENTATION ON THE RISK ASSESSMENTS USED BY DHS.”</p> <p>■ NOTE THE REQUEST FOR RESEARCH IN THE “REQUEST FIELD.” NOTE WHO YOU ARE CONTACTING TO MEET THIS NEED IN THE “TO WHOM” FIELD. NOTE ANY FOLLOW UP ACTION TAKEN IN THE “ACTION TAKEN” FIELD.</p> <p>■ PLEASE BE VERY CLEAR ABOUT WHAT IS NEEDED AND WHAT WAS DONE TO MEET THAT NEED.</p>			
REQUEST	To WHOM	ACTION TAKEN	
NA			
NEXT MEETING			
DATE:	JUNE 20, 2008		
TIME:	8:30 – 10:50 A.M.		
LOCATION:	State of Michigan General Office Building 7150 Harris Drive Dimondale, MI 48821		
ANY ADDITIONAL COMMENTS?			
ATTENDANCE			
PLEASE LIST EVERY MEMBER FOR EVERY MEETING REGARDLESS OF ATTENDANCE. PLEASE PUT “YES” IF THE PERSON ATTENDED THE MEETING AND “NO” IF THE PERSON WAS ABSENT. LIST EACH GUEST THAT ATTENDED THE MEETING.			
MEMBERS’ AND GUESTS’ NAMES	ORGANIZATION	WORKGROUP AFFILIATION	HERE? Yes/No
Marguerite Grabarek	PIRE	SPF Project Evaluator	Yes
Kari Galvas	RCA	Guest	Yes
Ann Covert	Connexion, Inc	Member	No
Beverly Ward	MCRUD	Member	No
Carolyn Foxall	ODCP	ODCP Staff Liaison	Yes
Chuck Spence	MASACA	Member	No
Deborah J. Hollis	ODCP	ODCP Management	No
Dianne Perukel	OHSP	Member	Yes
Donald Allen	ODCP, Director	Honorary Member	Yes
Homer Smith	MADD	Member	No
Jason Hamblen	OHSP	OHSP Alternate for Perukel	No
Jocelyn Vanda	DHS	Member	No
Karen Salem	CSAP, Project Officer	Guest	Yes
Larry P. Scott	ODCP	SPF/SIG Project Director	Yes
Leisa Gallagher	DOE	Member	No

Linda Nordeen	MDCH/Tobacco Section	Member	Yes
Luanne Beaudry	PN	PN Alternate for Sheila Taylor	No
Michael Langford	CENTRAL CAPT	CCAPT Alternate for T. Johnson	No
Nancy Becker-Bennett	ODCP/Law Enf. Section	Member	Yes
Robert Higgins	DOE	IG Chair	Yes
Sheila Taylor	PN	Member	No
Tine Laux	ODCP/CSAP	Prevention Fellow/guest	No
Tracy Johnson	CENTRAL CAPT	CCAPT Technical Assistance	Yes
Tasha Wilkerson	CENTRAL CAPT	CCAPT Associate	Yes
Ann Comiskey	Troy Coalition	Member	No
Mary Ludtke	MPCC	Member	No